# **FIRST EXEC MEETING (EXAMPLE: SPORTS EXEC)**

# Below is an example provided by an SU Sports Officer, of the content that they included, for their first Sports Exec meeting of the new Academic Year - **this should be altered accordingly, so that it reflects your specific Club/ Society:**

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| TASK | * Draw a good exec- either everyone or just you | |
| Expectations | * You are the top of Student Sport as far as volunteers can go. You have clubs, but you now have a role which covers SU Sport as a whole. 2 hats- committee and exec- need to have an overview of the SU as a whole. You need to know our top 10, and personal goals so if students ask you know. * SU Strategy- Transgender Policy, update social policy, make new policy. 3 year plan going forwards- TASK- read policy * Club support- Working groups. Each of you have a working group which is your support network hub. I will receive the emails and forward them onto you * SU events- elections, snowball, varsity, campaigns. What we are working on we need your support with. You are the direct link to the students. Role models- Inclusivity award * Review Panel- Led by Henry but is done by the whole exec. This is your chance to hold me against what I have said for the representation of the student body. This is incredibly important. You represent them and holding me to account is part of being elected in. | |
| Office Staff | * Polly Hawker- Activities Manager * Jo Dixon- BUCS league * Nameesha Sharma- BUCS tournament * Zoe Ashman (DSDR)- Rec and 3:thirty * Izzy Phillips- Placement student * Emily * Hannah Tyre- Admin for both sports and societies.   Be nice. If you work well with them, they work well with you. | |
| Meetings | Meetings are held every 2 weeks and are chaired by Henry. You will receive an agenda from Hannah about a week before. These are spaces to discuss everyday issues, update on the SU actions and put through policies to work on strategy. There may be a vote and so it’s quite important that you are there.  You or the students can bring policy to these meetings on suggestions  Elections Committee and Disciplinary Panel- 1 rep on each | |
| SU | Represent students  Top 10:   * Lobby to increase space to work in the Library * Secure fixed fees for international students for the duration of their programme * Campaign to improve exam feedback * Ensure easy access to effective mental health support * Increase support for post graduate students who teach * Challenge costs on campus * Develop clear group work policies in each department * Improve prayer room facilities on campus * Make sure unit evaluations are effectively addressed and actions communicated * Lobby for improve housing standards   Personal   * Varsity * Club development * Personal employability and development | |
| Working Groups | What do we want- had pool, field, etc but its up to us how we split up the clubs. | |
| Personal Development | Skills centre offer courses  I’m going to talk to careers about providing sessions to help sports individuals get their successes recognised on a CV  Bath Student.com Leaders page (<https://www.bathstudent.com/leaders/> )- has all your job roles on- these need to be updated and Char will be the one heading this up.  But you can sign up for any courses you wish and get other people to do it to | |
| Your personal goals | Write them, plans on what you need to do. Who you need to talk to TASK- big paper  **Joe Bloggs**   1. Chairs all meetings of the SU Sport Executive Committee. 2. Works with Sport Officer to ensure the full and efficient functioning of the Executive Committee. 3. Works with the other SU Sport Executive Committee Members to ensure the smooth running of all areas within SU Sport. 4. Sits ex-officio on the SU Officer Review Panel. 5. Acts as Chair of SU Sport Disciplinary Panels when requested by the SU President. 6. Ensures a high standard of communication is held within the executive group.etc. | |
| Social Media |  | |
| Freshers’ Week | Tours, Campus Challenge Sports Fair, Sports Day plan  Be there generally for sport questions. Walk around and make yourself present. Give out t-shirts and activate sport passes on the welcome desk. | |
| Photos and Videos of Exec |  | |
| Updates | |  |